



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 03-10-025	OPENING DATE: 03/23/10	CLOSING DATE: 04/12/10	OPEN TO ALL APPLICANTS
POSITION: Data Analyst and Reports Coordinator JS-1530-11	TYPE OF APPOINTMENT: Career Service	SALARY: \$62,467 - \$81,204 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Family Court Operations	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

PROMOTION POTENTIAL TO JS-12 AFTER TWO YEARS

BRIEF DESCRIPTION OF DUTIES: Incumbent provides assistance to the Office of the Director of the Family Court Operations Division in coordinating, maintaining and producing accurate and timely data compilation reports for the division. Incumbent will compile and analyze data for all substantive case types working directly under the supervision of the Office of the Director. Coordinates and maintains data reports in production and reports under development. Ensures the timely generation, verification and distribution of statutorily mandated reports to the D.C City Council. Assists branches in the monthly compilation of statistical reports on activity for all case types under the jurisdiction of the Family Court. Analyzes data and provides written reports as requested. Implements and improves the performance of quality assurance processes with a focus on data reliability and creditability. Regularly reviews and monitors reports to ensure consistent quality and integrity of data produced by the Branches. Informs the Director and Branch Chiefs of systemic practices and/or omissions resulting in errors and makes recommendations for resolution of those practices. Trains and evaluates subordinate staff as assigned. As directed responds to survey/study requests from other agencies or legal associations. Performs other related duties as necessary to the accomplishment of the mission of the Family Court Operations Division.

MINIMUM QUALIFICATIONS: A bachelor's degree in Political Science, Criminal Justice or a related field, plus three (3) years of experience in a court or law agency including one (1) year as a Data Analyst. Equivalent combinations of relevant education may be substituted for general experience on a year-to-year basis. **If education is substituted for experience, proof of degree must be submitted with application. Documentation of education must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Ability to use personal computer, databases and PC-based computer applications to program and perform data analyses and generate reports.
2. Knowledge of accepted practices and standards used in the collection and reporting of statistical information and ability to recommend procedural and technical modifications.
3. Ability to write narrative reports and memoranda, displaying data and quantitative findings, and presenting information in practical and applicable terms.
4. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, legal associations and other local agencies.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks before making a final selection.

Submit D.C. Courts Application and Supplemental Application Form:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.;

FAX to (202)879-4212; email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.